

USING SPECIAL MAILING SERVICES

Certificate of Mailing

A certificate of mailing is a receipt showing evidence of mailing. It can be purchased only at the time of mailing. The certificate does not provide insurance coverage for loss or damage, nor does it provide proof of delivery. No record is kept at the mailing office, and a receipt is not obtained when mail is delivered to the addressee.

Certified Mail

Certified mail provides proof of mailing and delivery of mail. The sender receives a mailing receipt at the time of mailing, and a record of delivery is

kept at the recipient's post office. A return receipt to provide the sender with proof of delivery can also be purchased for an

additional fee. Certified mail service is available only for First-Class Mail or Priority Mail. Certified mail is not available for international mail, nor does it offer insurance protection. For valuables and irreplaceable items, use Express Mail or insured or registered mail.



CERTIFIED

P 265 235 572



MAIL

Collect on Delivery (COD)

COD service is used when the mailer wants to collect payment for merchandise and/or postage when the merchandise is delivered. COD service can be used for merchandise sent by First-Class Mail, registered mail, Express Mail, Priority Mail, or Standard Mail. The addressee has the choice of paying for the COD at the time of

delivery either by cash or personal check, and the merchandise must have been ordered by the addressee.

Fees charged for this service include insurance protection against loss or damage. Insurance coverage is limited to \$600. (For details, see **Insurance**.) This service is not available for international mail or for mail addressed to APO and FPO addresses.

Insurance

You can purchase insurance coverage up to \$5,000 for Standard Mail as well as for Standard Mail matter mailed at the Priority Mail or First-Class Mail rate. For our most secure service, see **Registered Mail**



for coverage up to \$25,000. For articles insured for more than

\$50, a receipt of delivery is signed by the recipient and filed at the delivery post office.

You may purchase additional special services when you purchase insurance. For items insured for \$50 or less, you may purchase special handling service. For items insured for more than \$50, you may purchase restricted delivery, return receipt, or special handling services.

Do not insure your packages for more than their value. The amount of insurance coverage for loss will be the actual value, less depreciation. No claim payments are made for sentimental losses or for any expenses incurred as a result of the loss. (For information on Express Mail insurance, see **Express Mail**.)

Merchandise Return Service

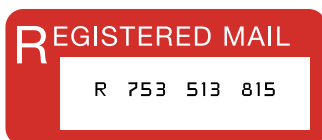
Merchandise return service allows permit holders to pay the postage and fees for merchandise returned to them. The service enables the recipient to return a parcel and have the postage paid by the sender. Under this arrangement, the shipper provides a special label with instructions to attach it to the returning parcel. Apply this label to the parcel and deposit the parcel at a post office or, if it is under 16 ounces, place it in a mailbox.

Note: Unless the preprinted merchandise return label is provided by the shipper, you must pay the required postage charges.

Registered Mail

Registered mail is the most secure service option offered by the Postal Service. It provides added protection for valuable and important mail. Registered articles are placed under tight security from the point of mailing to the point of delivery. First-Class Mail or Priority Mail postage is required on domestic registered mail. Return receipt and restricted delivery services are available for additional fees, and insurance up to \$25,000 can be purchased on domestic registered mail at the mailer's option. Registered mail to

Canada is subject to a \$1,000 indemnity limit. For all other foreign countries, the indemnity limit is currently \$42.30.



Restricted Delivery

Restricted delivery means that the sender's mail is delivered only to a specific addressee or to someone authorized in writing to receive mail for the addressee.

Restricted delivery mail addressed to officials of government agencies, members of the legislative and judicial branches of federal and state governments, members of the diplomatic corps, minors, and individuals under guardianship can be delivered to an agent without the addressee’s written authorization. Restricted delivery is available only for registered mail, certified mail, COD mail, and mail insured for more than \$50.

Return Receipt

This is the sender’s proof of delivery. A return receipt can be purchased for mail sent COD, Express Mail, insured for more than \$50, registered, or certified. The return receipt shows

who signed for the item and the date that it was delivered. Unless prohibited by law, the



return receipt also provides the delivery address if the address on the mailpiece is no longer correct. Return receipt service can be purchased in conjunction with restricted delivery service. It can also be requested before or after mailing, except for return receipt for merchandise service.

Return Receipt for Merchandise

This form of return receipt service provides a mailing receipt, return receipt, and record of delivery. It is available only for merchandise sent at the Priority Mail and



Standard Mail (B) postage rates. Note: This service does not include insurance.

Special Handling

Special handling service is required for parcels whose unusual contents require additional care in transit and handling.

Note: Special handling is not required for those parcels sent by First-Class Mail, Express Mail, or Priority Mail. Examples of such contents include live poultry or bees. Special handling is available for Standard Mail only, including insured and COD mail. This service provides preferential handling to the extent practical in dispatch and transportation.

Special handling service is *not* necessary for sending ordinary parcels even when they contain fragile items. Breakable items will receive adequate protection if they are packed with sufficient cushioning and clearly marked "FRAGILE." Use registered mail for valuable or irreplaceable items.

Special Service Endorsements

All endorsements for special services should be placed above the delivery address and below and to the right of the return address on all articles. This requirement applies to endorsements for registered, insured, certified, COD, and return receipt for merchandise services, as well as endorsements for special handling, restricted delivery, and return receipt services.